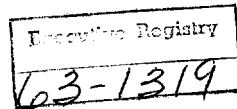


SECRET

11 February 1963

Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020110-7



MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations
from 1-31 January 1963

1. Cables Processed

a. CIA cables processed totaled 16,164 IN cables, 6,408 OUT cables, 1,550 TD's and 2,880 miscellaneous items for a total of 27,002 work items. This represents an increase of 1,847 items or 7% more than the 1962 monthly average of 25,155 work items.

b. Non-CIA cables totaled 14,738, an increase of 1,317 or 11% over the monthly average of 12,965 for 1962.

c. The combined work units of CIA and non-CIA cables including miscellaneous and service requests totaled 41,740 items. The January total represents an increase of 3,622 or 10% over the 1962 monthly average of 38,118. The Cable Secretariat did a daily average of 1,378 items each 24 hours including Saturdays and Sundays.

d. 1,640 cables or 4.5% of all cables processed were furnished to the Director as compared to 1,583 or % for December 1962.

2. Personnel

25X1A During the month of January we gained three people giving us a total
25X1A strength of [redacted] against our ceiling of [redacted]. They were most welcome in view of the 10% increase in volume for the month.

3. General

25X1A

a. Attachment A is a copy of a memorandum from [redacted] Office of Communications, expressing her appreciation for the handling of non-CIA cables by the Cable Secretariat.

b. We are now testing a new mat making and copying machine, the "Copytron". The "Copytron" is supposed to give clearer copies and better mats for reproduction. If it proves satisfactory, we intend to rent or buy the machine to serve as back-up to the Haloid 914 Office Copier.

c. In next months report we will have a detailed accounting of the cost of operating the Cable Secretariat for the calendar year 1962.

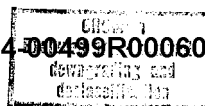
25X1A

Y Cable Secretary

Attachment

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SECRET



LBK
initialed

A

TO : OC-Executive Officer

16 January 1963

FROM: Chief, OC-Records Control

1. It is a normal human trait to gripe when things go wrong, but to be most uncommunicative when service is at an extremely high level.

2. Since OC-RC has had occasion to be on both sides of this, I feel you would be interested in the fact that since the Cable Secretariat has taken over processing non-CIA cables, we have been able to eliminate a great deal of searching and telephoning to locate those cables for which OC has a requirement. This is particularly so where State S/S cables are concerned. Previously it was necessary to make several phone calls and obtain permission from a DDP control point before release to OC was effected.

25X1A

